Optimal Office™

SMALL BUSINESS

User Manual

Powered by

LOGI SENS

Optimal Office™ product support:
http://www.logisens.com/optimaloffice/supportinfo/

Right click the changing icon

Menu/Help/Help/Support

LOGISENS

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CONGRATULATIONS!

You have at hand a tool for developing a whole new set of skills – skills that strengthen and empower you: To manage stress, to make healthy choices and to perform at your best. You'll begin by learning about your stress, how it manifests while you work – and how to manage it so it works for you!

Your computer will be your coach…alerting you to stress and guiding you to manage it – in real-time – as you work. You traded in your computer mouse for the amazing Optimal Office™ SensDevice. Its implanted biosensor provides you with scientifically proven, continuous onscreen readings of your current stress levels.

At times of elevated stress and periodically throughout your day, micro-trainings will be offered which help you lower your stress and to teach you more about how it effects your health, performance, and well being. Your password-protected recorded stress data is stored in the Logisens database for your secure and personal review.

Your Manage Stress program will take approximately six months after which you can work with the exercises and techniques on a self-regulated maintenance program. Additional modules are planned for fitness at your desk, yoga at your desk, positive changes in small steps and peak performance training.

Welcome to the world of Optimal Office.™ Please visit us at www.logisens.com for more information about managing stress and living a healthier, happier, more productive life. We value our customers experience and invite you to visit www.logisens.com/optimaloffice/comments/ to provide feedback and comments.

GETTING STARTED

For instructions on how to install Optimal Office™ please see the Quick Setup Guide.

Optimal Office™ Set Up

(If you have completed this step during installation please go to "Help and Tutorial.")

The first time you run Optimal Office™, you will be prompted to create your private Logisens Account on the secure Logisens database. *Optimal Office™ will not run unless you complete this step.*

Click "Create Account," and you will be taken to the enrollment web page to create your account. Leave the logon window open. Please fill out the fields. If you do not have an enrollment code, click the link next to it and a window will appear suggesting the appropriate code.

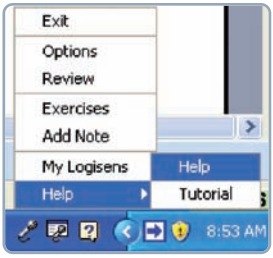
Click "Submit account information."

At this point a confirmation email will automatically be sent to you from accountactivation@logisens.com. Click on the link in the email to confirm your enrollment verifying your email address. It should only take a few minutes for the email to arrive. **Please remember that Optimal Office™ will not work until you have activated your new, secure account.**

After you have completed the confirmation email you are ready to start Optimal Office™.

Enter your username and password in the logon window to start Optimal Office™ and check "Keep me logged in on this computer" if you do not want to log in every time.

Optimal Office™ will automatically start every time you restart your computer. When it runs, one of these "changing icons" is visible in the task bar, close to the clock.

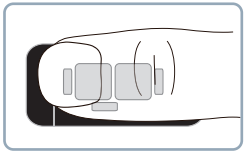


Help and Tutorial

Optimal Office™ has a Help for each of its windows and a Tutorial, which contain the essential information to optimize your experience.

To launch the Help or the Tutorial, right click the changing icon in the taskbar then select from the sub menu.

BUILD STRESS AWARENESS



Measure and See Data

When using your SensDevice mouse rest your thumb on the thumb sensor to measure data. *All five contacts of the sensor need to be covered.*

Use only normal, *light* pressure on the sensor to operate the SensDevice mouse. When your thumb is correctly placed, your stress number is displayed. If not, it displays “No Data” and the changing icon will be grey.

It might take a little while to get used to the additional sensor on the mouse. Please be patient. It will be worth the effort!

Hint: When the sensor is only partly covered, you can opt to have a remark appear to inform you which of the little sensor plates needs to be covered (such as the front, the bottom or the back sensor plate). This function can be turned on and off in Menu/Options/Notifications. By default this option is turned off.

What Does the Optimal Office™ SensDevice Measure?

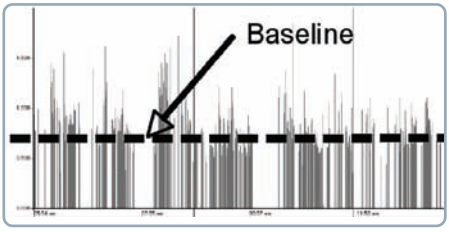
As you respond to the stress of your day, the level of moisture in your skin changes incrementally. The sensor detects those changes by measuring the corresponding incremental changes in skin conductance. In short, *the higher your stress, the higher your number*.

What Does Your Data Mean?

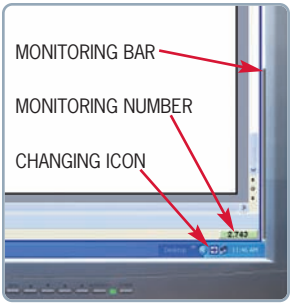
The baseline of an individual's skin conductivity (and therefore stress measurement) varies widely. For example, at the same stress level one person can start with 0.600 as baseline, another with 3.200. What's relevant are the changes relative to your own baseline. Optimal Office™ calibrates to your personal baseline over time and sets the appropriate thresholds.

The key to successful stress management is learning to return to your baseline after (and sometimes even while) accomplishing your goals.

Seeing these measurements helps you to understand your stress levels. Optimal Office™ trainings help you to manage stress and your stress data allows you to see these results, as they occur.



READINGS OVER TIME



Display of Stress Data

You can see your stress data in several ways:

- As the stress tendency of the last 4 seconds, shown in the changing icon in the task bar

- As the momentary changes on the monitoring bar (activate in Menu/Options)
- As the number in the lower right corner of your screen. *Hint: The background color gives the stress range according to your individual thresholds (from low to high = green < orange < red).*

OPTIMIZE SKILLS

Training Program "Manage Stress"

Optimal Office™ Manage Stress is a training program consisting of more than 180 different exercises, which over the course of about 6 months are repeated 3-4 times each; resulting in 600 to 700 exercise sessions. They are mostly 20 seconds to 1.5 minutes long, with an occasional duration of 4 minutes.

The exercises are embedded into your workflow and are very short; therefore they are called "embedded micro trainings" (meaning, they come to you – you don't have to initiate them). You "learn by doing" in small steps, resulting in the skills becoming second nature over time.

4 to 5 exercises are offered every working period, for a total exercise duration of 6 to 9 minutes per 8.75 working hours. This is a total training time of about 16 hours in 6 months.

After the training program is completed, you can load a new program from the information center (see tutorial). Please check www.logisens.com for the availability of new training programs.

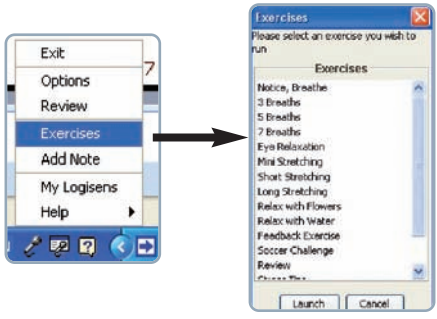
The exercises are presented to you in three ways:

1. **Scheduler:** Every one to three hours one of the micro trainings is offered by a popup window. You can accept, postpone (snooze) or cancel.

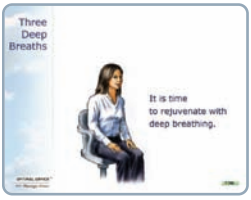
2. **Threshold:** If your stress level exceeds your individual threshold, a popup is offered. You can start one of the exercises, postpone (snooze) or cancel.

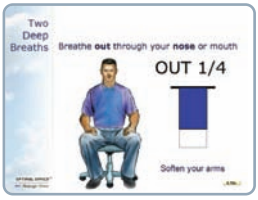
   When a pop up comes up at a busy time you can snooze it until the task at hand is completed. You can set the snoozing time with the spin control up-down arrows within a certain range. When the pop up is snoozed, the changing icon in the taskbar changes to a button. With one click you can call the snoozed micro training at any convenient time.

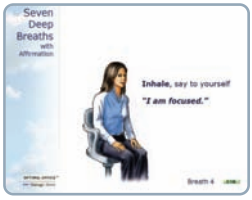
3. **Manual start:** Start the exercise of your choice any time from the menu opened with the taskbar icon (right click).



EXERCISES

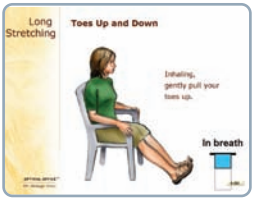


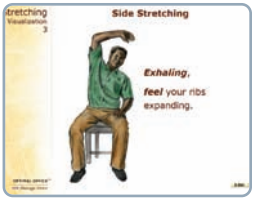




Breathing

These exercises teach you how to quickly control your stress response: Breathing in 10 second intervals provokes a relaxation response.

Short Stretching
Lean back gently on your chair.
Reaching arms up, stretch and extend back, keeping both feet on the ground.
Stretch gently.




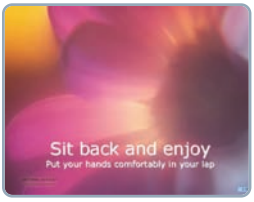
Stretching

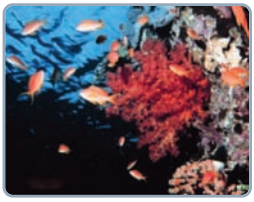
Designed to counter the negative effects of sitting for long intervals at your desk, by relaxing and revitalizing you.

Eye Relaxation with Self-acupressure
Massage by squeezing gently up and down with your thumb and index finger, and
breathe deeply,
in for 5,
out for 5.

Eye Relaxation

Provides the necessary and frequent relaxation for eye and face muscles, which are required to work for long intervals at the computer.





Relaxation Journeys
Provide a relaxing "time out" which energizes you for a fresh start.

Notice and Quick Energizer
Exercises designed to boost your energy.

Feedback
These exercises train your ability to relax and focus.
Regular training leads to increased performance.

SOCCER

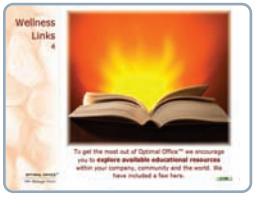
CASTAWAY

STOCK MARKET

Game Challenge

These are the ultimate in relaxation and peak performance training! You win by being alert and relaxed. Only your skin conductance / stress level controls the action.

Manage Stress Essentials
Stressful situations are compounded by negative thinking.
Positive thinking is an effective stress management strategy.



Education and Resources

Built in stress tips and web resources will make you an expert.

All micro-training exercises increase in complexity over time.

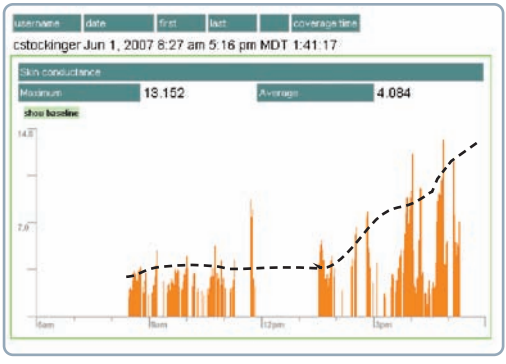
SEE RESULTS

Review of the Stress Data

At the end of the day you can review your data. It comes up automatically or you can start it manually from the menu. For your privacy your data is password protected.

When looking at the graph of your stress level, you see:

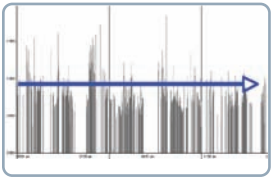
- The colored areas where you touched the sensor and data was recorded,
- The free areas where you had no contact with the sensor (no data recorded),
- The peaks of the colored areas, connected through an imaginary line show the course of your stress level as the day went by; and
- The starting level or baseline of the measured data is quite different from person to person. One person could start with 0.8, someone else with 3.2. The baseline depends on the makeup of the individual's skin and is not a measure of how stressed an individual is. What's important are the changes in your data relative to your own baseline.



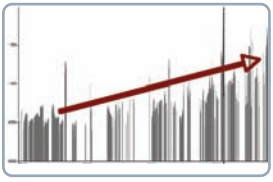
How to Evaluate Your Data

Excitement is positive: Our initial response to stress is called alarm. Optimally we encounter the stressful event, cope with it and return to a calm and alert state (to our baseline).

Stress is harmful: When there isn't a return to calm after stress. If the alarm response to stress continues to elevate and accumulate, we are adapting to increasing stress, which hides its negative effects.



Examples of Optimal Data:
Stress returns to calm and alert.



Example of harmful Stress:
Stress accumulates.

Tracking Your Progress

All trainings you perform will be registered in your data and you can see your progress with them over time.

In addition you will perform questionnaires for life and job satisfaction, productivity, stress and readiness to change. These show your progress over time.

At the end of the Training Program you will see a certificate showing your successful completion of the Optimal Office™ Manage Stress Training Program!

Enjoy!

UL Marking: This product is a listed ITE accessory tested by Underwriter Laboratories under the ITE number 310673, CB certificate US/11590/UL. It is intended for use only with listed ITE equipment.

Please recycle the SensDevice.

Logisens Corporation. 706 S College Ave, suite 200, Fort Collins, CO 80524, USA